

# **CSPPro Data Entry User's Guide**

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# Introduction to Data Entry

The **Data Entry** module allows you to enter data into one or more data files. It uses a previously developed data entry application to control the data entry process.

## **Data Entry Concepts**

- Modes of operation
- Cases and levels
- Trees
- Forms
- Fields
- Repeating groups of fields
- Persistent fields
- Field colors

## **How to ...**

- Open applications and data files
- Add cases
- Modify cases
- Verify cases
- Stop data entry
- Pause data entry
- Assess performance
- Insert Notes
- Change your view
- Get Help

## **Files**

- Types of files
- Index files (.IDX)
- Operator statistics files (.LOG)
- List files (.LST)
- Notes files (.NOT)
- Status files (.STS)

## **Summaries**

- Menu
- Toolbar
- Keys



# Data Entry Concepts

## Modes of Operation

There are five different modes or states of operation within Data Entry. They are as follows:

- Add** Entering new cases.
- Modify** Modifying previously entered cases.
- Verify** Verifying previously entered cases.
- Pause** Temporarily stop adding, modifying, or verifying cases. The timer maintained for statistics collection is suspended. Pause is used when you plan to continue from where you left off after a short delay.
- Stop** No adding, modifying, or verifying cases in the data file. No form is visible.

## Cases and Levels

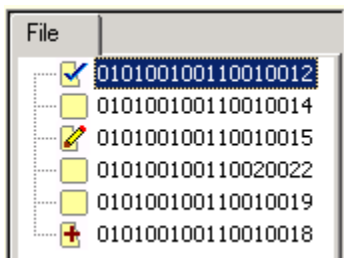
A case is the primary unit of data in the data file. A case usually corresponds to a questionnaire.

Some complex applications have a hierarchical set of questionnaires. For example, the main questionnaire may consist of a household roster and other household information, and there may be a separate questionnaire for each woman in the household. The data entry application may then contain two **levels**—one for the household and one for each woman in the household. The set of forms corresponding to the household make up level one. The set of forms corresponding to each woman make up level two. Each case would consist of a level one and a variable number of **level occurrences** for level two. Most applications consist of a single level.

## Trees

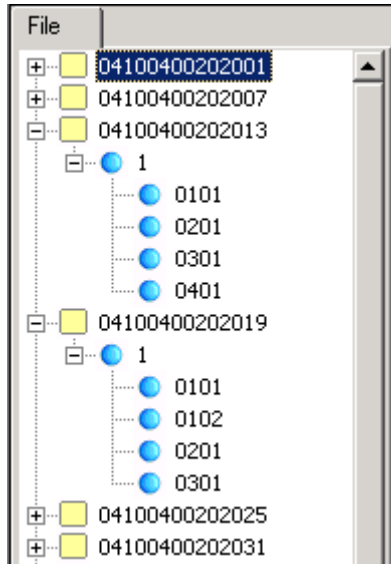
### File Tree

There are two trees on the left side of the screen. The file tree shows all cases in the data file. In a single level application, the tree shows the complete IDs for each case. The icons in front of the IDs indicate whether the case is complete or partial. For example the tree might look like:



In the tree above, the first case has been partially verified, the third case has been partially modified, and the last case has been partially added.

In a multi-level application, the tree shows the level occurrences, for each case. In the following example there are three levels.



Cases in a data entry data file are indexed by their level one ID fields. You cannot have two cases with the same level one IDs in the same data file. Within cases, level occurrence IDs must also be unique, but within the file they may repeat.

### Case Tree

When adding, modifying, or verifying individual cases, a second tree, called a case tree, may be active if this feature was selected during development of the data entry application. The case tree shows the internal structure of the active case. The case does not occur when data entry is stopped. The following is an example of a case tree:



```

File Case
010103000110210241
+ BOOK
- FQUEST
  PROVINCE : 1
  DISTRICT : 1
  VILLAGE. : 30
  EA..... : 1
  UR..... : 1
  BUILDING : 21
  HU..... : 24
  HH..... : 1
  PERSON000 : 3 occurrences
    (1)
      LINE..... : 1
      P02_REL..... : 1
      P03_SEX..... : 2
      P04_AGE..... : 19
      P05_MS..... : 5
      P06_MOTHER... : 1
      P07_BIRTH.... : 1
      P08_RES95.... : 1
      P09_ATTEND... : 2
      P10_HIGH_GR.. : 11
      P11_LITERACY. : 1

```

In the tree above, the current value is displayed to the right of each data field. Some tree elements, such as BOOK and PERSON000 have no values beside them because they represent forms and rosters, respectively.

## Forms

A form appears on the screen when you **Add**, **Modify**, or **Verify** cases. A form contains data fields and text. Forms may be larger than the actual screen area. The form will scroll automatically to insure that the field you are entering is visible on the screen.

Data entry applications may consist of several forms. As you complete one form the next form is presented. If you move backward from the first field on a form, the previous form is presented.

## Fields

A field is the basic element on a data entry form into which you enter data. During data entry the cursor moves from one field to the next, according to the order and rules defined by the data entry application. Fields are shown on the form as boxes with tick marks to indicate how many digits or characters may be keyed.

Some fields cannot be entered. They may contain either data previously entered on another form or protected fields. Such fields appear dark gray in color.

## Repeating Groups of Fields

A multiple group is a set of fields that repeats more than once. There are two kinds of multiple groups:

### Rosters

	Line number	Relationship	Sex	Age
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The default roster orientation is horizontal, which will show individual fields across the column headings. Each row of the roster therefore corresponds to an occurrence of this group. The group repeats as many times as there are lines. In the example above, the group contains four fields and three occurrences.

Navigation through the group is as follows:

- Use the / (slash) key on the numeric keypad to jump to the next occurrence (only permitted in **operator-controlled** applications).
- Use the **Ctrl+/** key to jump out of the roster entirely (only permitted in **operator-controlled** applications).

### Forms That Repeat

Sometimes the same blank form will appear for you to complete. In this case, the form itself corresponds to a group occurrence, rather than a roster. Navigation keys (/ , Ctrl+/, etc.) will be identical as in the roster—only the presentation of the information is different.

## Persistent Fields

The application designer may define ID fields to be persistent. This usually occurs when the designer does not anticipate the IDs changing between cases within the data file, such as for geographic IDs. The operator will enter values for the first case, and then the system will use those values for the subsequent case's IDs.

However, if the operator needs to change an ID, they can do so by successive presses of the F7 key, which will back the operator up through the ID fields.

Persistent fields are shown as light gray boxes on the form.

## Field Colors

The Data Entry module uses colors to indicate the status of each field.

### WHITE

**System-controlled** - You have never passed through this field for data entry input or you have passed through this field for data entry input, but have moved backwards over it.

**Operator-controlled** - You have never moved this far forward during data entry of this case.

### GREEN

**System-controlled** - You have passed through this field for data entry input and have not moved backwards over it. If you move backwards over green fields, they become white.

**Operator-controlled** - You have passed through this field for data entry input and have not moved backwards over it. If you move backwards over green fields, they become yellow.

### YELLOW

**System-controlled** - This color never occurs.

**Operator-controlled** - You have passed through this field for data entry input and have moved backwards over it or you have skipped over this field during data entry. Green and yellow shows you the "high-water mark", that is, how far forward you have reached in this case.

### GRAY

**Both** - You cannot enter the field. The field either contains a previously entered value from another form or is a protected field.

### LIGHT GRAY

**Both** - The field takes on the value from the previous case. You can change the value by using the F7 key to back up into it.

In the following example, *Province* and *District* are persistent, that is their values were carried over from the previous case. The operator keyed *HH No.* and *Line number*, then backed up to *HH No.* The *PY Income* field is protected and has been filled in via logic in the program.

The screenshot shows a data entry form with the following fields and values:


- Province**: 2 (light gray box)
- District**: 1 (light gray box)
- HH no.**: 1, 4 (green box)
- Line number**: 2 (yellow box)
- CY Income**: (empty white box)
- PY Income**: 1, 0, 0 (light gray box)



# How to ...

## Open Applications and Data Files

### Open an Application

- 1 Press **Ctrl+O**; or from the **File** menu, select **Open Application**; or click  on the toolbar.
- 2 Select from the **Files of type:** at the bottom of the dialog box. You can open either a Data Entry application file (\*.ENT) or a Program Information file (\*.PFF).
- 3 If you opened a Data Entry application file, you will be requested to select the name of the data file(s). (This is not necessary if you opened a Program Information file).
- 4 Enter the Operator ID (if required).

**Note:** If you already have another application open, it will be closed.

CSEntry accepts a single command-line parameter. It may be one of the two following types:


- ENT file. This is a data entry application file. CSEntry will prompt for the data file(s).
- PFF file. CSEntry will open both the application and the data file(s).

In either case, you must specify the full filename. Examples:

```
cseentry mysurvey.ent  
cseentry mysurvey.pff
```

### Open a Data File

If an application has been opened, you may open a datafile as follows:

- 1 Press **Ctrl+D**; or from the **File** menu, select **Open Data File**; or click  on the toolbar.
- 2 Select the data file you want to open. If you want to create a new data file, enter a new name.
- 3 Press **Open**.
- 4 Enter your operator ID (if required).

**Notes:**

- You can create a new data file simply by typing in a new name.
- You can only work on one data file at a time. If you open a new data file, the previous one will be closed.
- No default extension is provided in CSEntry—therefore, if you want a .dat extension, you must type it.
- CSEntry uses the operator ID in the operator statistics, which are kept in the .LOG file.
- The operator ID may be up to 32 characters long and may include any character, including embedded spaces.
- CSEntry has no means to validate operator IDs that are typed.
- Some applications do not require you to enter the operator ID.

**See also:** Types of Files

## Define File Associations

Most data entry applications read and write data only to the primary data file. In this case, CSEntry uses the standard File Open dialog box for the operator to enter the file name.

However, some applications use more files. For example, there may be one or more external lookup files. In addition, usage of the **write** and **impute** commands require file associations to be supplied.

So you will always see the "Define File Associations" dialog box—what will vary is what is being asked of you. The following shows the order in which files will be solicited from you, and why:

**Input Data File:** This is the file you will be creating, modifying, or verifying. Please note that only one data file can be named, and you must supply it, as CSEntry can not run without it.

**External File (dict\_name):** For each lookup file your application uses, you must supply the datafile to which the lookup dictionary refers. CSEntry will not allow you to run your application without naming this file. The name in parenthesis is the unique (internal) dictionary name. A separate line entry will be given for each lookup file attached to your application.

**Write File:** If your program includes one or more **write** functions, CSEntry will ask you for the file to write them all to. If you fail to name a file, all **write** function text will be placed in the listing file.

**Impute Freq File:** If your program includes one or more **impute** functions, CSBatch will ask you for the file to save these imputations to. If you do not provide this file, CSBatch will run on your data, but you will receive an error message about the expected file being missing.

## Add Cases


### Begin Adding Cases

Press **Ctrl+A**; or from the **Mode** menu, select **Modify**; or click  on the toolbar to begin adding cases to the END of the data file.

This will begin a new **Add mode** session. You may add as many cases as you like. To end the session, press **Esc** or **Ctrl+S**. Depending on where you are in the case and if the partial feature is allowed will determine what will happen next.

- If you have **not** yet **begun** keying a **new case**: pressing **Esc** or **Ctrl+S** will exit the add mode.
- If you have **begun** keying a **new case**, but have **not finished** keying the **IDs** for that case: pressing **Esc** or **Ctrl+S** will present you with a dialog, asking if you want to discard

the changes you have made, or cancel the stop request (which will return you to your form where you left off).

- If you have **begun** keying a **new case**, have **finished** keying **the IDs** for that case, and **partial is allowed**: the partial save button will be active. Selecting it will save the case and indicate it is partially saved from add mode by the icon  in the file tree.


## Save Partially Added Case

In order to save a partially created case, two conditions must be met.

The most important condition is that during development of the data entry application, the partial feature must have been selected. During keying if you attempt to exit from your case, the **Partial Save** button will appear on the Stop Adding dialog box.

The second condition is that you **must** have finished entering the IDs for that case. If you have, the **Partial Save** button will be enabled on the Stop Adding dialog box. Choosing it will save the case, remembering the field your cursor was last on and returning you to this field when add is resumed.

## Complete Partially Added Cases

Partially added cases are marked with  in the File Tree. Pressing **Ctrl+B** toggles the tree between showing all the cases, or only the partially completed cases.

To reload a partially added case, select it in the File Tree and press **Enter**, or double-click the case with the mouse.

You will be asked whether you want to return to the field where you left off, or start at the beginning of the case.

## Enter Data

When you begin entering data in a new file, CSEntry will automatically show the first requiring data entry.

When entering decimal numbers, you must always key a decimal character to move to the decimal part of the entry.

After entering data for each field, you may be required to press <Enter>, depending on your application's run-time settings. Otherwise, the cursor will automatically move to the next field once the current field is completely filled. If for a given data field two digits can be entered, and the operator enters "02", the system will automatically advance to the next field (if the application has been designed to do this). If, however, the operator only entered "2" for this field, the operator would have to press the <Enter> key to advance to the next field. In any case, you can press Enter to move to the next field if the current field is not filled up. Your application may have been designed with skip logic. This means the system may move you automatically depending on the values you key and the underlying logic. You may continue to key data and move forward until the end of the case, or you may use other keys to move around a case before you finish it.

As you move from field to field, the status bar at the bottom of the screen shows you the name and occurrence number of the current field.

## Add a Note

It sometimes is necessary to attach text to a data field in addition to the data value. For example, the enumerator may have made a notation on the questionnaire which you want to preserve or the field may have an others specify response category and you want to save the specified response. You can save such text by entering a note for the field.

To enter notes for data field, press **Ctrl+N** or from the **Edit** menu select **Edit Field Note**.

When you enter note text, the note is automatically stored in a file named <datafile>.not. This file, like most others in the CSPro system, is a character file.

**See also:** Notes Files

## Move Around a Case in Add Mode

CSEntry provides special keys to move among fields and forms within a case. You can work only on one case at a time.

### **Previous Field** (Up arrow, Shift+Tab)

These keys move to the previous field in the current case. If your application has been designed as **system-controlled** type, and you arrived at the current field by way of a programmed skip, the system will move you to the field from which you skipped. Otherwise, the system will move you to the previous field on the form.

### **Next Field** (Down arrow, Enter)

These keys move to the next field in the current case. The system obeys any skips programmed in the logic.

### **Previous Screen** (PgUp) [**operator-controlled** applications only]

This key moves to the previous screen in the current case. If the current group is multiple, but not rostered, this key moves to the beginning of the previous group occurrence. If the current group is single, this key moves to the beginning of the previous group.

### **Next Screen** (PgDn) [**operator-controlled** applications only]

If you have backup up to a previous screen, this key moves forward to the next screen in the current case (but not beyond the furthest point reached in the case). If the current group is multiple, but not rostered, this key moves to the beginning of the next group occurrence. If the current group is single, this key moves to the beginning of the next group.

### **End Group Occurrence** (/ on numeric keypad) [**operator-controlled** applications only]

If the current group is multiple, this key moves to the beginning of the next group occurrence. If the current group is single, this key moves to the beginning of the next group.



For example, if the operator has finished entering data for a person (a multiple group), he can use this key to start entering data for the next person.

### **End Group (Ctrl + /) [operator-controlled applications only]**

This key always moves to the beginning of the next group. This key is particularly useful in multiple groups.

For example, if the operator has finished entering data for all persons, he can use this key to move to the next group, even if there is room for more persons. This is an easy way get out of a roster.

### **End Level Occurrence (F12)**

In **operator-controlled** applications: If the application has only one level, this key ends the case. If the application has more than one level, use this key to end the current level occurrence, and begin a new level occurrence. For example, if the first level is a mother questionnaire and the second level is a child questionnaire, pressing this key during a child questionnaire means you have finished this child and wish to start the next child

In **system-controlled** applications: If you have moved backward, this key will advance you to the end of the current level occurrence, or to the "furthest point" forward you have reached, if this is in the current level occurrence. This key is very similar to the F10 key in this circumstance.

### **End Level (Ctrl + F12) [operator-controlled applications only]**

If the application has only one level, this key has no effect. If the application has more than one level, this key is used at lower levels to signal that the keyer has finished all level occurrences at this level.

For example, if the first level is a mother questionnaire and the second level is a child questionnaire, pressing this key during a child questionnaire means you have finished all children and wish to start a new mother.

### **Go To (F6)**

This key allows you may to move to any field (either forward or backward). It is useful if you want to a field that is "far away"; not on the current form. You must know the name of the field to which you want to move. If the field is multiply occurring (on a roster, for example), you may also specify a specific occurrence number. If you leave the occurrence number blank the system assumes the current occurrence number. You can see the field names and occurrence numbers on the status bar at the bottom of the screen as you key data.

### **Previous Persistent (F7)**

This key only has meaning if the application includes persistent fields. When you press this key the system will move to the first persistent field it finds, previous to the current field, and place the cursor there. If there is more than one persistent field, you may press F7 again to move again to the previous persistent field.

### **Advance to End (F10) [system-controlled applications only]**

If you have moved backward, this key will advance you to the "furthest point" forward you have reached in the case.

**Skip to** (+ on numeric keypad) [**operator-controlled** applications only]

This key skips to the next field defined by the application. It is used to skip groups of fields that may all be blank because they are not required to be answered by certain respondents.

## Finish a Case

Normally you finish a case when you have completed entering all the forms in the case. CSEntry asks you whether you want to accept the case or not. If you accept the case, CSEntry immediately writes the case to the data file.

In **system-controlled** applications the operator must enter data field-by-field until reaching the end of the case. Exactly when the end of the case is reached is determined by logic. There are no special keys to finish a case prematurely. In applications with more than one level, the application developer **MUST WRITE LOGIC** to tell CSEntry when to finish entering level occurrences.

In **operator-controlled** applications, the operator may press F12 or Ctrl-F12 to end a case at any time.

## View, Hide, or Move Response Box

In a CAPI data entry application or any application in which Set Attributes Assisted has been coded, you can show or hide responses for the current field or all fields or move the response box.

To show or hide responses for **this field**, press **Ctrl+C** or from the **Options** menu, select **Show Responses (This Field)**.

To show or hide responses for **all fields**, press **Ctrl+K** or from the **Options** menu, select **Show Responses (All Fields)**.

You can also move the response box around on the screen using either the mouse or the keyboard. To move the responses dialog box with the keyboard, press **Ctrl+F8** one or more times. Each time you press **Ctrl+F8** the box will move to different position.

## Change CAPI Language

In a CAPI data entry application, you can change the question language at any time.

Press **Ctrl+L** or from the **Options** menu, select **Change CAPI Language**. A dialog box will come up to allow you to select question and help text from among the available languages.


## Modify Cases

### Select a Case


Use any of the following methods to select a case to view and/or modify.

- From the File Tree move the highlight bar to or click on the case ID. Then press **Ctrl+M** or from the **File** menu, select **Modify Case**.
- From the File Tree, double click on the case ID.
- Press **Ctrl+F** or from the **Edit** menu, select **Find Case**. Then enter the case ID. The case ID must be entered exactly as it appears in the file.

## Begin Modifying Cases

When you have selected where you want to start modifying cases, press **Ctrl+M**; from the **Mode** menu, select **Modify**; or click  on the toolbar to begin modifying. This will begin a new **Modify mode** session, or pick up where you last left off, if this was a partially modified case. You may move through cases viewing as many as you like, but once you begin modifying a case, you must finish the modify session before you can begin viewing another case.

The session will end when you stop modifying the current case. You can stop modifying a case by finishing it, or partially saving the modifications.

Partially modified cases are marked with  in the file tree. You can modify these cases as well as any other completed cases. You cannot modify partially added or verified cases.

## Save Partially Modified Case

In order to save a partially modified case, two conditions must be met.

The most important condition is that during development of the data entry application, the partial feature must have been selected. During modification if you attempt to exit the case by pressing **Esc** or **Ctrl+S**, the **Partial Save** button will appear on the Stop Modifying dialog box.

The second condition is that you must have **changed** one of the field values in the case. If you have, the **Partial Save** button will be enabled on the Stop Modifying dialog box. Choosing it will save the case, remembering the field your cursor was last on, returning you to this field when modification is resumed.

## Move Between Cases

Once you have finished modifying (or simply viewing) a case, you may move to a different case in one of the following ways:

- From the File Tree move the highlight bar to or click on a different case ID.
- Use the toolbar to select first, previous, next or last case in the data file.
- From the **Navigation** menu select **First Case**, **Previous Case**, **Next Case**, or **Last Case**.
- Use the special keys to select first, previous, next or last case in the data file.

## Insert a Case

- 1 Make sure you are not in Add, Modify, or Verify mode. You may need to stop (**Ctrl+S**) data entry first.
- 2 From the File Tree move the highlight bar to or click on the case ID where you want to insert the case.
- 3 Press **Ctrl+Ins** or from the **Edit** menu, select **Insert Case**.

## Delete a Case

- 1 Make sure you are not in Add, Modify, or Verify mode. You may need to stop (**Ctrl+S**) data entry first.
- 2 From the File Tree move the highlight bar to or click on the case ID you want to delete.
- 3 Press **Ctrl+Del** or from the **Edit** menu, select **Delete Case**.

## Change Case Ids

- 1 Select the case whose IDs you wish to change.
- 2 Switch to Modify mode.
- 3 Key in the new IDs.
- 4 Save the case.

**Note:** CSEntry will ensure that no two cases in the same data file have the same IDs.

## Move Around a Case in Modify Mode

Moving around a case in Modify Mode is very similar to moving around in Add Mode. However there are some differences:

Next Screen (PgDn) [**operator-controlled** applications only]

This key always moves to the next screen in the current case. In Add mode, this key is only in effect if you have backed up to a previous screen.

End Level Occurrence (F12)

**Operator-controlled** applications: If the application has only one level, this key saves the case, including any changes you have made. If the application has more than one level, this key has no effect. (Use Ctrl-F12 to save the case in this situation.)

**System-controlled** applications: This key advances to the beginning of the next level occurrence.

End Level (Ctrl + F12) ) [**operator-controlled** applications only]

This key saves the case, including any changes you have made.

Advance to End (F10) [**system-controlled** applications only]

This key will attempt to save the case. It will execute all the procedures from the current field through the end of the case. The application may contain underlying logic which stops you at a

certain point and displays a message. The system will only save the case if there are no such messages.

## Go to a Field

- 1 Enter the field name as defined in the data entry application.
- 2 Enter the field occurrence number, if the field has multiple occurrences.

A field can have multiple occurrences because it appears in a roster or because it appears on repeating forms. If the field does not have multiple occurrences or you want to go to the first occurrence, leave the field occurrence number blank.

## Insert a Group Occurrence

You can insert an occurrence to any multiple group whether the group is represented by a roster or a form that repeats.

- 1 In Add or Modify mode, position the cursor to the group occurrence before or after which you want to insert, for example a particular line on a roster.
- 2 To insert **before** the current position, press **F3**, or from the **Edit** menu, select **Insert Group Occ.**
- 3 To insert **after** the current position, press **Ctrl+F3**, or from the **Edit** menu, select **Insert Group Occ After.**

### See also:

- Repeating Groups of Fields
- Deleting a Group Occurrence
- Sorting a Group Occurrence

## Delete a Group Occurrence

You can delete an occurrence to any multiple group whether the group is represented by a roster or a form that repeats.

- 1 In Add or Modify mode, position the cursor to the group occurrence you want to delete, for example a particular line on a roster.
- 2 Press **F4**, or from the **Edit** menu, select **Delete Group Occ.**

### See also:

- Repeating Groups of Fields
- Sorting a Group Occurrence
- Inserting a Group Occurrence

## Sort a Group Occurrence

CSEntry allows the operator to sort group occurrences while in **Add** or **Modify** mode from any of the fields that belong to the group. For example, if you have a roster or repeating form, and you are currently on one of the fields located within that roster or repeating form, you may sort the data by pressing **F5**.

The group data will be always be sorted in ascending order. It will sort the data based on the current field selected; that is, based on the location of the cursor. Therefore, if you are in the "age" field of the population group and press F5, the population records will be sorted by age, showing youngest person first.

### See also:

- Repeating Groups of Fields
- Inserting a Group Occurrence
- Deleting a Group Occurrence

## Select a Level Occurrence

This applies only to complex applications that have more than one level.

- 1 Make sure you are not in Add, Modify, or Verify mode. You may need to stop (**Ctrl+S**) data entry first.
- 2 Expand the File Tree for the case which contains the level occurrence of interest.
- 3 Move the highlight bar or click on level occurrence of interest.

## Add a Level Occurrence

This applies only to complex applications that have more than one level.

- 1 Make sure you are not in Add, Modify, or Verify mode. You may need to stop (**Ctrl+S**) data entry first.
- 2 Select the case ID on the File Tree for the case into which you want to add level occurrence.
- 3 Press **Alt+A**; from the **Edit** menu, select **Add Level Occ**; or right click and select **Add Level Occ**.

## Insert a Level Occurrence

This applies only to complex applications that have more than one level.

- 4 Make sure you are not in Add, Modify, or Verify mode. You may need to stop (**Ctrl+S**) data entry first.
- 5 Expand the File Tree for the case into which you want to insert a level occurrence.
- 6 Select the level occurrence before which you want to insert.
- 7 Press **Alt+Ins**; from the **Edit** menu, select **Insert Level Occ**; or right click and select **Insert Level Occ**.

## Delete a Level Occurrence

This applies only to complex applications that have more than one level.

- 8 Make sure you are not in Add, Modify, or Verify mode. You may need to stop (**Ctrl+S**) data entry first.
- 9 Expand the File Tree for the case in which you want to delete a level occurrence.
- 10 Select the level occurrence you want to delete.
- 11 Press **Alt+Del**; from the **Edit** menu, select **Delete Level Occ**; or right click and select **Delete Level Occ**.

## Save a Case

Saving a case will write the contents of the current case to the data file, including any changes you have made. This includes all records, of all types, into which data have been entered. If a record type has been declared **Required** [in the data dictionary], and no data were entered for this record type, a blank record of the required type will be written as part of the questionnaire, and a message informing you of this action will be issued. There is no way to suppress this message. Records are written to the output file in the order in which the record types were defined in the data dictionary.

If the application is defined as **operator-controlled**, you may use the **F12** or **Ctrl-F12** keys to save a case. If the application is one level (most common), use either key. If the application is more than one level, use the **Ctrl-F12** key.

If the application is defined as **system-controlled** type, you may use the **F10** key (Advance to End) to save a case. This key will execute all the procedures from the current field through the end of the case. The application may contain underlying logic which stops you at a certain point and displays a message. The system will only save the case if there are no such messages.

The following is true for both operator and system-controlled mode:

- if you are in **add** mode, saving the case will keep you in add mode, allowing the operator to continue adding cases
- if you are in **modify** mode, saving the case will terminate modify mode—the operator would have to select a new case and drop back into modify mode to continue

## Edit Interactively

You can search through the data file using your data entry logic to find errors or unexpected conditions and display the data entry form containing each error ready for modification. This is a very convenient way to make corrections to survey data, provided the data volume is not too large, and the operator is knowledgeable enough to make the necessary corrections.

Interactive editing is performed after the data have already been entered. You can use the same programmed logic that was in effect during data entry to find problems that were left unresolved by the original keyer, or you can use different logic to check for other conditions.


To perform interactive editing:


- 1 Open the data file, using the data entry application that contains the logic you want to check.
- 2 Go to Modify mode, starting on the first case you wish to check (usually the first case in the data file).
- 3 From the **Edit** menu, select **Interactive Edit**; or press **F11**.
- 4 Select whether to stop on messages, out of range conditions, or both.

CSEntry will advance from wherever the cursor is currently positioned, field by field, from the current case through the end of the data file, executing whatever procedures are included in the application's logic. If you have chosen to stop on messages, CSEntry will stop whenever the application logic hits an "errmsg" command. If you have chosen to stop on out of range, CSEntry will stop whenever a field value is other than what is defined in its first value set in the dictionary. (If there are no value sets for a given field, it will never be considered out of range.) When CSEntry stops, it shows the programmed or out of range message, then places you on the appropriate form. You can make changes to the data if you like, and press F11 to continue through the data file.

## Verify Cases

### Begin Verifying Cases

Press **Ctrl+V**; or from the **Mode** menu, select **Verify**; or click  on the toolbar to begin verifying cases from the beginning of the data file or where you left off verifying. This will begin a new **Verify mode** session. CSEntry keeps track of the last case that was verified, and positions you automatically to the next case to verify.

If you did not complete verifying the last case, there will be a partially verified case in the data file marked with  in the file tree. When you begin verification, you will be asked whether you want to begin verification where you left off within the case.

You cannot verify cases if there are partially added or partially modified cases in the file. You must finish these cases before you can resume verification.

You may verify as many cases as you like until you reach the end of the data file.

### Save Partially Verified Case

In order to save a partially verified case, two conditions must be met.

The most important condition is that during development of the data entry application, the partial feature must have been selected. During verification if you attempt to exit the case by pressing **Esc** or **Ctrl+S**, the **Partial Save** button will appear on the Stop Verifying dialog box.

The second condition is that you must have **verified** all ID fields in the case. If you have, the **Partial Save** button will be enabled on the Stop Verifying dialog box. Choosing it will save the case, remembering the field your cursor was last on, and returning you to this field when verification is resumed.



## Verify Data

When you verify a case, you key the case a second time as if you were in Add mode. Even though there is already data in the data file, CSEntry does not show this to you. All fields on the current form start out blank. Each time you key a field, the system compares the value you keyed with the value in the data file. If these two values match, you move to the next field. If the values do not match, you get a message telling you so. When this happens, simply rekey the field. One of the following situations will occur:

- The second value you key matches the value in the data file. The system assumes your first value is in error and moves to the next field. There will be no change to the data file for this field.
- The second value you key matches the first value you keyed. The system assumes the value in the data file is in error and moves to the next field. The new value, which you keyed twice, will replace the original value in the data file.
- The second value you key matches neither the value in the data file nor the first value you keyed. The system will throw away the first value you keyed, show you the mismatch message and wait for you to rekey the field again.

## Show Fields

Sometimes you need to see the values in the data file on the screen. This is particularly useful if you are unsure which case you are verifying or exactly where in the case you are. You can use the **Ctrl+F2** key to do this. When you press the Ctrl+F2 key you will see the values for all the fields on the current form. You must press Ctrl+F2 again to resume verifying.

## Active Keys in Verify Mode

Moving around a case in Verify mode is much more restricted than in Add or Modify mode. However, you can use the following keys:

Previous Field (Up arrow, Shift+Tab)

Next Field (Down arrow, Enter)

End Group Occurrence (/ on numeric keypad) [**operator-controlled** applications only]

End Group (Ctrl + /) [**operator-controlled** applications only]

End Level Occurrence (F12)


End Level (Ctrl + F12) [**operator-controlled** applications only]

Previous Persistent (F7)

Advance to End (F10) [**system-controlled** applications only]

# Stop Work

## Stop Data Entry

To stop data entry press **Esc** or **Ctrl+S**; click  on the toolbar; or from the **Mode** menu select **Stop**. If you are already stopped this function has no effect. Stopping add, modify, or verify will make an entry into the operator statistics file.

If you are at the beginning of a case or have not made any changes, the session will end immediately.

If you have started, but not completed entry/modification/verification of a case, two or more of the following choices will appear depending on the mode of data entry and whether partial save is allowed:

**Partial Save** -- Partially save the changes you have made so far and remember the field you are on, so you can complete the work later. Available only if partial save is possible. In add and verify mode, all case id fields must have been entered.

**Finish** -- Finish the case and save the modifications you have made. Available only in modify mode.

**Discard** -- Discard all the changes you have made since you opened this case. Always available.


**Cancel** -- Cancel this operation and return to entering the case. Always available.

## Save Partial Case

If the application allows saving partial cases, then if you press **Esc** or **Ctrl+S** before completing the questionnaire you will be asked to whether you want to save the case partially or discard the changes.

If you want to save what you've done so far but continue, press **Ctrl+R** or from the **File** menu, select **Save Partial Case**.

## Pause Data Entry

To pause data entry press **Ctrl+P**; click  on the toolbar; or from the **Mode** menu select **Pause**.

Whenever you are in **Add**, **Modify**, or **Verify** mode, a timer is running. This timer is used to generate the operator statistics for the data entry session. **Pause (Ctrl+P)** stops the timer until you either resume typing or press Ctrl+P again.

The timer affects the calculation of keystrokes/hour. If you need to leave the computer for a few minutes, but are in the middle of a session, you should pause data entry so that time will not be counted against you.

# Assess Performance

## View Operator Statistics

To view operator statistics press **Ctrl+W** or from the **View** menu, select **Operator Statistics**. You can view statistics only when you are in stop mode — that is, when you have stopped adding, modifying, or verifying cases.

CSEntry shows the number of cases in the data file and the number of cases which have been verified. CSEntry also provides information about each operator who has worked on the current data file. This information is stored in the LOG file.

Each line represents one data entry session.

Clicking in the gray heading area for any column will sort the information in that column. Successive clicking of the column heading toggles that column's data between an ascending or descending sort.

## Understand Operator Statistics

- **Mode**

Indicates the mode (**Add**, **Modify**, or **Verify**) in which the operator was working during the session. Every time an operator works on the current file, in any mode, an entry is created for that session.

- **Operator ID**

Displays the personal ID assigned to the operator of the relevant session. To ensure reliable statistics, this ID must be unique for each data entry operator.

- **Start Date**

Indicates the date on which the session began. Note: The date format is DD/MM/YYYY (i.e., Day/Month/Year).

- **Start Time**

Indicates the time at which the session began. Note: The system uses a 24-hr clock, so 2:30 pm will appear as 14:30.

- **Total Elapsed Time**

Indicates the total time elapsed during the session in question. The format shown is HH:MM (i.e., hours:minutes).

- **Pause Time**

Indicates the total amount of time during the session in which the clock was suspended. The format shown is HH:MM (i.e., hours:minutes).

- **Total Cases**

Indicates the total number of cases that the operator added (if in **Add** mode), modified (if in **Modify** mode), or verified (if in **Verify** mode) during the session.

- **Total Records**

Indicates the total number of records, of all types, that the operator added (if in **Add Mode**), modified (if in **Modify** mode), or verified (if in **Verify** mode) during the session.

- **Total Keystrokes/Hr**

Indicates the operator's keying rate during the relevant session. The total number of keystrokes is divided by the duration of the session, excluding the pause time, and displayed as an integer value.

- **Errors/1000 Keystrokes**

Is the result of a two-step calculation: the total number of keying errors (an internal counter maintained by the system but not displayed) is multiplied by 1000; the result of this operation is divided by the total number of keystrokes for the session; the result of the division operation is rounded, if necessary, and displayed as an integer value.

- **Percentage of Fields With Verify Errors Attributed to Keyer**

**Verify errors** are attributed to the **keyer** if the final value of a field, after verification, is different from the value entered by the keyer.

The number of verify errors attributed to the keyer is divided by the total number of fields verified and displayed as a percentage with one decimal place.

- **Percentage of Fields With Verify Errors Attributed to Verifier**

**Verify errors** are attributed to the **verifier** if the final value in the field, after verification, is the same as that entered by the keyer, but was changed by the verifier before returning to the originally-keyed value.

The number of verify errors attributed to the verifier is divided by the total number of fields verified and displayed as a percentage with one decimal place.

- **Percentage of Fields With Any Verify Errors**

The number of verify errors attributed to the keyer and the number attributed to the verifier are added together and divided by the total number of fields verified and displayed as a percentage with one decimal place.

## Change Views and Get Help

### Change View

**Full Screen** - To toggle between trees on left and full screen press **Ctrl+J**, or from the **View** menu, select **Full Screen**. A check mark appears next to the Full Screen menu item when the display is in full screen mode. The setting of Full Screen remains in effect until changed.

**Cases in Sort Order** - To toggle between cases in physical or sort order press **Ctrl+Q**, or from the **View** menu, select **Cases in Sort Order**. A check mark appears next to the Cases in Sort Order menu item when cases are sorted by identification items. If there is no check mark, the cases appear in the physical order they occur in the data file.

**View Partial Only** - To toggle File Tree between all cases and partial cases only press **Ctrl+B**, or from the **View** menu, select **View Partial Only**. A check mark appears next to the View Partial Only menu item when only partial cases appear in the File Tree. If there is no check mark, the all cases appear in File Tree.

**Case Tree** - To toggle the Case Tree on or off press **Ctrl+Z**, or from the **View** menu, select **Case Tree**. A check mark appears next to the Case Tree menu item when the Case Tree is displayed. If there is no check mark, the File Tree is displayed.

**Names in Trees** - To toggle between labels and names in trees press **Ctrl+T**, or from the **View** menu, select **Names in Trees**. A check mark appears next to the Names in Trees menu item when names are displayed instead of labels. The setting of Names in Trees affects the Case Tree.

**Show Values** - To show all data values in verify mode press **Ctrl+F2**, or from the **View** menu, select **Show Values (verify)**. Pressing Ctrl+Z or keying values will return data entry to verify mode.

**Operator Statistics** - To show operator statistics press **Ctrl+W**, or from the **View** menu, select **Operator Statistics**. A dialog box containing all the operator statistics for this data file will be displayed.

## Get Help

Press **F1**; from the **Help** menu, select **Help Topics**; or click  on the toolbar.

Most dialog boxes have a **Help** button.

### To contact us about problems ...

Technical Assistance Staff  
International Programs Center  
U.S. Census Bureau  
Washington, DC 20233-8860

Phone: 1 (301) 763-1451  
Fax: 1 (301) 763-4282  
E-Mail: [cspro@lists.census.gov](mailto:cspro@lists.census.gov)

Visit: [www.census.gov/ipc/www/cspro](http://www.census.gov/ipc/www/cspro)

When you contact us, please indicate the **version number** of the software you are using. You can obtain the version number from the top of the about box. From the **Help** menu, select **About**.



# Files

## Types of Files

The Data Entry module manipulates one primary data file. This is the file where the cases you add, modify or verify are stored. There may be other external data files associated with an application, such as look-up files. The primary and external data files are text files and may have any Windows extension.

There are five other files associated with the primary data file. They have the same name as the primary data file with the following extensions added:

.idx	Index file (binary file)
.log	Operator statistics file (text file)
.lst	List file (text file)
.not	Notes file (text file)
.sts	Status file (text file)

In addition, CSEntry manipulates the PFF file.

**See also:** Index Files (.IDX), Operator Statistics Files (.LOG), Operator Statistics Files (.LOG), List Files (.LST), Notes Files (.NOT), Status Files (.STS), Define File Associations

## Index Files (.IDX)

The IDX file stores the case Ids and their physical location in the data file. This helps CSEntry to manipulate the data file more quickly.

The IDX file is a binary file. Do not modify this file outside the CSEntry environment.

CSEntry automatically generates an IDX file when it creates a new data file. CSEntry then coordinates both files as cases are added, deleted or modified.

When CSEntry opens a data file, it looks for the corresponding IDX file. If it does not find it, CSEntry automatically generates a new one. If you suspect, for any reason, that the IDX file has been corrupted, or does not match the data file, simply delete the IDX file and let CSEntry generate a new one.

## Operator Statistics Files (.LOG)

The LOG file stores operator statistics generated by the Data Entry module for the corresponding data file. The Data Entry module creates a LOG file when it creates a new data file. When the Data Entry module open, it look for the corresponding LOG file. If it doesn't find one, it creates a new one.

The LOG file is a comma delimited text file with a fixed format. It is designed to be easily imported into other software packages for custom processing. The LOG file could be processed by a CSPro application by creating data dictionary for it.

Each record in the LOG file represents one data entry session. The record layout is as follows:

<b>Position</b>	<b>Contents</b>
1-3	Mode ('ADD' or 'MOD' or 'VER')
4	<comma>
5-36	Operator ID (as entered)
37	<comma>
38-47	Start date (mm/dd/yyyy)
48	<comma>
49-56	Start time (hh:mm:ss)
57	<comma>
58-65	End time (hh:mm:ss)
66	<comma>
67-74	Total time (End time – Start time) (seconds)
75	<comma>
76-83	Pause time (seconds)
84	<comma>
85-92	Number of cases written
93	<comma>
94-101	Number of records written
102	<comma>
103-110	Number of keystrokes
111	<comma>
112-119	Number of bad keystrokes
120	<comma>
121-128	Number of fields with errors attributed to keyer
129	<comma>
130-137	Number of fields with errors attributed to verifier
138	<comma>
139-146	Total number of fields verified

## Notes Files (.NOT)

The NOT file stores all the notes entered by data entry operators for the corresponding data file. Each note is identified by its case ids and field name. Each record in the NOT file contains note text for one of the fields. There may be multiple note records for a particular field. All the note text for a particular field follow one another in order in the NOT file.

The format of each record is as follows:

- The first n characters are the id fields of the case.
- The next 32 characters are the field name as given in the dictionary (left justified).
- The next 12 characters are blank (reserved for future use).
- If field has record occurrences then the next 5 characters are the record occurrence number (right justified, blank filled). If the field has only one record occurrence then the next five characters are blank.
- The remaining characters are note text.

Note text can span multiple NOT file records. Each record will have the same initial fields (as described above) followed by the continued note text. Note text is always broken at word (space boundaries). There is an implied blank character between the note text in each note record for a field.



Note text can contain "\n" characters indicating a new line (Enter key). If the note text is automatically wrapped in the note text box, there will be no new line characters.

The NOT file could be processed by another CSPro application by creating data dictionary for it.

## Status Files (.STS)

The STS file stores information about which cases are partially entered and the last field entered. It also keeps track of the last case verified. The Data Entry module uses this information to:

- Show which cases in the data file are partially entered
- Restart partially entered cases at the last field location entered
- Show the number and percent of verified cases in the operator statistics

The STS file is a text file. You can view this file with the Text Viewer.

If necessary, you can change this file with any text editor, such as Notepad. However, you should manipulate this file with extreme caution. If you modify it incorrectly, you can lose information about partially entered cases or which cases have been verified.



# Summaries

## Menu Summary

The CSEntry menu is displayed across the top of the window. It provides access to most features used in data entry. The following menu options are available whenever the right-hand screen is displaying dictionary items.

### File

Open Application	Open a new data entry application.
Open Data File	Open a new file for data entry in the current application.
Save Partial Case	Partially save the current case and continue entry.

### Mode

Add Case	Switch to add mode.
Modify Case	Switch to modify mode.
Verify Case	Switch to verify mode.
Pause	Pause data entry (stops statistics clock)
Stop	Stop data entry in current mode.

### Edit

Insert Case	Insert new case.
Delete Case	Delete selected case.
Find Case	Find case with particular identifier.
Insert Level Occ	Insert a new level before the current level.
Add Level Occ	Add a new level at the end of this level.
Delete Level Occ	Delete the selected level within a case.
Insert Group Occ	Insert a new occurrence before this occurrence.
Insert Group Occ After	Insert a new occurrence after this occurrence.
Delete Group Occ	Delete this occurrence.
Sort Group Occ	Sort occurrences based on values of this field.
Edit Field Note	Add, modify, or delete field note.
Interactive Edit	Search cases for range and/or edit errors (modify only)

### Navigation

Previous Screen	Skip to previous screen
Next Screen	Advance to next screen.
First Case	Go to first case in tree order.
Previous Case	Go to previous case in tree order.
Next Case	Go to next case in tree order
Last Case	Go to last case in tree order.
End Group Occurrence	Skip to next occurrence of this group of fields.
End Group	Skip to next field after this group of fields.
End Level Occurrence	Skip to next occurrence of this level.
End Level	Skip to next level after this level.
Advance to End	Advance to the furthest point reached.
Go To	Go to a particular field in the current case.
Previous Persistent	Go to previous persistent field.

### View

Full Screen	Hide the trees and show full screen view.
Cases in Sort Order	Show cases in file tree in sort order rather than physical order.
View Partial Cases Only	Show only partial cases in file tree.
Case Tree	Toggles the case tree on and off.
Names in Tree	Show names in case tree.
Show Values (verify)	Show all data values (verify only).
Operator Statistics	Show operator statistics data file.

## Options

Interactive Edit Options	Change search options for interactive edit.
Change CAPI Language	Change current language of the CAPI question text.
Show Responses (This . . .)	Show or hide response box for this field.
Show Responses (All . . .)	Show or hide response box for this and all other fields.
Move Responses Box	Move the response box to another location on the screen.












## Help

Help Topics	Get help on the current application.
About Data Entry	Get information about the software.

# Toolbar Summary

The CSEntry toolbar is displayed across the top of the window, below the menu bar. It provides quick mouse access to many features used in data entry.

## Click To

	Open a data file.
	Add case
	Modify case
	Verify case
	Pause the timer
	Stop adding or modifying
	Go to first case in tree order
	Go to previous case in tree order
	Go to next case in tree order
	Go to last case in tree order
	Get help.

# Keys Summary

## Shortcuts specific to the Data Entry

<b>Ctrl + A</b>	Add cases to the data file.
<b>Ctrl + B</b>	View partial cases only.
<b>Ctrl + C</b>	Show responses for this field only. (CAPI only)
<b>Ctrl + D</b>	Open another data file.
<b>Ctrl + F</b>	Find a case.
<b>Ctrl + G</b>	Toggle between tree and form.
<b>Ctrl + J</b>	Toggle full screen on and off.
<b>Ctrl + K</b>	Show responses for all fields. (CAPI only)
<b>Ctrl + L</b>	Change language for question text. (CAPI only)
<b>Ctrl + M</b>	Modify cases in the data file.

<b>Ctrl + N</b>	Edit field notes.
<b>Ctrl + O</b>	Open an existing application.
<b>Ctrl + P</b>	Pause entry operations to take a break.
<b>Ctrl + Q</b>	Show case list in sort or physical order.
<b>Ctrl + S</b>	Stop data entry operations.
<b>Ctrl + T</b>	Show names in tree instead of labels.
<b>Ctrl + V</b>	Verify cases in the data file.
<b>Ctrl + W</b>	Show operator statistics data file.
<b>Ctrl + Z</b>	Toggle the Case Tree on and off.
<b>Alt + A</b>	Add level occurrence to this case.
<b>Alt + Ins</b>	Insert level occurrence at this location.
<b>Alt + Del</b>	Delete this level occurrence.
<b>Ins</b>	Insert case at this location.
<b>Del</b>	Delete this case.
<b>Enter</b>	Move forward to the next field.
<b>Tab</b>	Move forward to the next field.
<b>Dn arrow</b>	Move forward to the next field.
<b>Up arrow</b>	Move backward to the previous field.
<b>Shift + Tab</b>	Move backward to the previous field.
<b>PgDn</b>	Next screen (operator-controlled only)
<b>PgUp</b>	Previous screen (operator-controlled only)
<b>/ (num keypad)</b>	End group occurrence (operator-controlled only)
<b>Ctrl + /</b>	End group (operator-controlled only)
<b>+ (num keypad)</b>	Skip to (operator-controlled only)
<b>Ctrl+Home</b>	Move to the first case in the file. (modify only)
<b>Ctrl+PgUp</b>	Move to the previous case in the file. (modify only)
<b>Ctrl+PgDn</b>	Move to the next case in the file. (modify only)
<b>Ctrl+End</b>	Move to the last case in the file. (modify only)
<b>F1</b>	Show help contents and index.
<b>F2</b>	Show help for a field. (CAPI only)
<b>Ctrl + F2</b>	Show data values. (verify only)
<b>F3</b>	Insert another occurrence of these fields here.
<b>Ctrl + F3</b>	Insert another occurrence of these fields after this one.
<b>F4</b>	Delete this occurrence of these fields.
<b>Alt + F4</b>	Quit the application.
<b>F5</b>	Sort occurrences of these fields on this field.
<b>F6</b>	Go to a particular field.
<b>F7</b>	Go to previous persistent field.
<b>Ctrl+F8</b>	Move responses window. (CAPI only)
<b>F10</b>	Advance to end of the case. (system-controlled only)
<b>F11</b>	Start or continue interactive edit. (modify only)
<b>F12</b>	Go to the next level occurrence at this level.
<b>Ctrl + F12</b>	Go to the next level occurrence at the level above this.



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